

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00021487i
Opening Date: 04/30/2010
Closing Date: 05/14/2010

Secretary Senior
\$2295 - \$2957 Monthly - Range 33

Agency Information

Department of Corrections
Location: Connell, Washington

In order to be considered for this position, you must complete the entire Application Wizard. For further details, please refer to the "Application Process" section of this recruitment.

This recruitment will be used to fill two vacancies at the Coyote Ridge Corrections Center located in Connell, Washington.

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State. The agency mission is "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Formats transcription from rough draft, shorthand, speedwriting, or recording equipment; takes meeting minutes; composes and keyboards or types letters, meeting notices, and agendas; compiles and produces reports, studies, manuscripts, applications, financial statements, schedules, test materials, evaluations, and other documents.

Proofreads material making corrections for sentence structure, spelling, grammar, and punctuation.

Resolves problems and responds to inquiries regarding procedures and services; answers telephones; receives, screens and refers visitors.

Establishes office procedures, standards, priorities, and deadlines.

Establishes or revises electronic or manual files.

Maintains, monitors, and evaluates budget or fiscal records; completes or processes requisitions, invoices and payroll; identifies problems and initiates corrections; assists in the development of organization budget.

Attends meetings on behalf of supervisor(s) or work group; represents supervisor or work group in supervisor's absence.

Relays messages and instructions from the supervisor(s) to others.

Maintains supervisor's calendar(s) and makes appointments; schedules and arranges meetings; makes room reservations.

Provides information related to supervisor's planning, organizing and operation of the department or unit.

Makes travel arrangements for supervisor(s) and staff; and maintains records of travel itineraries; compiles final travel expense reports.

Orders supplies, equipment, printing, and arranges for facility and equipment maintenance and repair contracts and services.

Maintains records of incoming and outgoing correspondence and documents and follows up on work in process.

Reviews publications for articles or reports on subject matter of special interest, obtains copies and maintains files of such information.

Performs complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines; uses spreadsheet and data base software to develop and maintain records; uses basic statistical software packages; prepares spreadsheets involving the development of formulas; combines files to create reports; uses graphics software and recommends appropriate display of information.

May use various operating systems and software to process technical manuscripts, examinations and correspondence which include equations, formulas, structural representations, statistical tables, graphs and schematics, and specialized terminology.

May take dictation of materials including the substantial use of mathematical equations, chemical formulas, and structural representations, statistical tables, engineering graphs and schematics, and science/engineering terminology.

May produce technical manuscripts, examinations, and correspondence containing equations, formulas, statistical tables, graphs, and schematics.

Qualifications

Desirable Qualifications:

Positions typically require high school graduation or equivalent and two years of increasingly responsible office experience requiring keyboarding or typing.

Special Notes

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Applications Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

This position is included in a Union Shop which requires that the selected candidate become a member within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Core Competencies for All Employees:

Safety
Treats Others with Respect and Courtesy
Dependability
Accountability
Judgment and Problem Solving
Leadership
Relationship Building
Communication
Ethics and Integrity

The State of Washington Department of Corrections is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment contact Cynthia Smith at (509) 543-5881.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021487* and click on Start Search.
5. Click on the link, Secretary Senior, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs